



DATE: April 27, 2009
TO: All Departments
FROM: Lauren Germany, Human Resources Generalist
REGARDING: Vacancy Announcement

The City of Gulfport – **PUBLIC WORKS DEPARTMENT** - is seeking highly qualified individuals for the positions of **BEAUTIFICATION COORDINATOR**. The salary ranges for this position is **\$25,368-\$26,913**.

The attached job description will provide a position overview and lists the minimum requirements needed to effectively perform job duties.

All interested employees may apply by submitting a *transfer request form* and resume. All other applicants may apply in person at the Human Resources Department, 1410 24th Avenue, Gulfport, MS 39502.

CLOSING DATE FOR THIS POSTING IS: **UNTIL FILLED**.

Please post this information in your departments.



City of Gulfport, Mississippi
Job Description

Beatutification Coordinator

(BEAU)

Department: 311 – Streets & Drainage

EEO Class: Service Workers

Date Revised: 1.1.2007

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Supervises and coordinates activities of inmates engaged in litter reduction, general upkeep and maintenance of medians, right of ways and neutral grounds, pruning and removal of small trees and shrubs, and applying pesticides and other chemicals according to service specifications.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Reviews work orders to ascertain service, equipment, and work force requirements and schedules work for crew according to weather conditions, availability of equipment, and seasonal limitations.
- Investigates work orders, citizen complaints and requests to determine necessary actions to remedy problems.
- Travels to County/State Correctional Facility, picks up inmate work crew, supervises crew throughout workday and returns crew to Facility at end of day.
- Reviews completed work to ascertain quality of work.
- Reviews effectiveness of chemicals applied.
- May be called on to perform activities of workers supervised.
- Carries out supervisory responsibilities in accordance with the organization's and Correctional Facility Department's policies and applicable laws.
- Trains and instructs inmates on work duties.

- Plans, assigns, and directs inmate work.
- Appraises inmate performance.
- Addresses complaints and resolves problems concerning inmates.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Prior supervisory experience is required.

Education and Experience

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Required Licenses or Certificates

Must possess valid driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment may be loud.